

**Town of Auburn
Board of Selectmen
March 21, 2016
Town Hall
7:00 p.m.**

() Call to Order – Pledge of Allegiance

Approval of Accounts Payable for Week of March 14th, 2016
Approval of Payroll for Week of March 21st, 2016
Consent Agenda – as of March 21st, 2016
Election of Board Chair and Vice Chair

() Appointments with the Board

Francis McFarland & Stantec Consulting, Inc. – Clean-up of 663 Raymond Rd

() New Business

Board and Committee Appointments
Correspondence from Town Clerk
Wayne Eddows Field Parking Lot Project
Mosquito Control Program Contracts
Sale of Former Fire Station
Duck Race Permit
Signing of the Auburn Police Collective Bargaining Agreement

() Old Business

() Other Business

() Minutes

- March 21, 2016 Public Meeting

() Non-Public Session

Pursuant to the provisions of RSA 91-A:3, II (a) Compensation of Public Employee(s) & (c) Reputation of any person other than a member of the Board

Note: "Any person with a disability who wishes to attend this public meeting and needs to be provided reasonable accommodations in order to participate, please contact the Board of Selectmen's Secretary at (603) 483-5052 x100, so that arrangements can be made."



TOWN OF AUBURN

March 7, 2016

VIA HAND DELIVERY

Mr. Francis J. McFarland
663 Raymond Road
Auburn, NH 03032

Dear Mr. McFarland:

We are writing to follow-up on our correspondence of January 25, 2016 concerning the location of contaminated soils on your property within the Town of Auburn's right-of-way. We had requested that you meet with us on Monday, February 29th at 7 PM to reach a final plan for how the clean-up work would be accomplished, but you were not in attendance at that meeting.

Enclosed is a copy of our correspondence of January 25, 2016 and the report, recommendations and cost estimates that Stantec Consulting provided at our request to accomplish this work.


It would be our preference to manage this work in the least expensive manner possible to you as the landowner, while achieving the full results that should be realized within the Town's right-of-way. That is what we needed to discuss with you on February 29th. Your failure to attend the meeting or contact our Board to re-schedule the meeting was not a sign of good faith on your part.

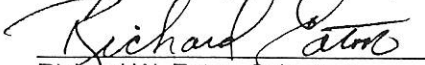
We have chosen to re-schedule that discussion for Monday, March 21, 2016 at 7:00 PM. We strongly urge that you attend this meeting so we can resolve the matter in as an agreeable a manner as possible between the Town and yourself. If you do not attend the meeting or make contact with us, our Board will be forced to deal with this in whatever manner we have to, including taking actions to require you to cover all expenses that could include placing a legal judgment on your property.

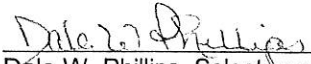
As you will see from the enclosed materials, Stantec is suggesting as the owner and operator of appropriate trucks needed for this type of work effort, your involvement in the clean-up process would keep the costs down should you transport the contaminated soil to an appropriate disposal site. The enclosed letter and information from Stantec outlines the work the Board has unanimously agreed needs to be accomplished, and it estimates the costs for each component of work efforts required. We believe this is the most appropriate approach to address the issues, and we would like to work with you to accomplish this work by August 1, 2016.

It will be in all of our best interests to meet on **Monday, March 21st at 7:00 PM** to try to reach an understanding about how and when this work would be accomplished.

Sincerely,
BOARD OF SELECTMEN


James F. Headd, Chairman


Richard W. Eaton, Selectman


Dale W. Phillips, Selectman

Cc: Dan Tatem, Stantec Consulting



TOWN OF AUBURN

January 25, 2016

Mr. Francis J. McFarland
663 Raymond Road
Auburn, NH 03032

Dear Mr. McFarland:

As you are aware, two different sets of tests have been conducted within the confines of the right-of-way on Raymond Road adjacent to your property which has determined there are contaminated soils on your property within the right-of-way. Although the level of contamination is not considered to be a public health threat requiring immediate clean-up, our Board has unanimously agreed that the Town wants to have the contaminated soil removed and disposed of at a proper disposal site.

During our meeting on January 18, 2016, we discussed several potential options as to the removal of this material and requested Stantec Consulting Services, Inc., develop a written set of recommendations and cost estimates to accomplish this goal.

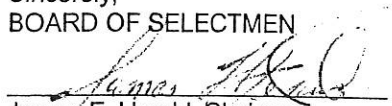
As you will see there are a couple of different ways to accomplish this work. In light of the fact you have indicated to officials from the Drinking Water and Groundwater Bureau of NH Department of Environmental Services that the contamination occurred from a single incident when you changed equipment oil in the rain and it flowed down your driveway, it is important to recognize the Town expects the clean-up to be paid for by you as the landowner.

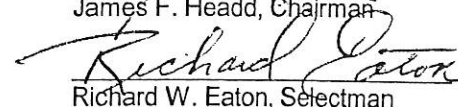
It would be our preference to manage this in the least expensive manner possible, while achieving the full results that should be realized within the Town's right-of-way. To that end, Stantec is suggesting as the owner and operator of appropriate trucks needed for this type of work effort, we can keep the costs down should you want to transport the contaminated soil to an appropriate disposal site. The enclosed letter and information from Stantec outlines the work the Board unanimously agrees needs to be accomplished, and it estimates the costs for each component of work efforts required. We believe this is the most appropriate approach to address the issues, and we would like to work with you to accomplish this work by August 1, 2016.

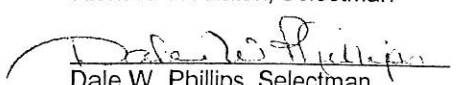
We would like to give you some time to consider this situation and the information enclosed with this letter. To that extent, we would like to schedule a meeting with you on Monday, February 29th at 7:00 PM to try to reach an understanding about how and when this work would be accomplished.

Thank you for your consideration.

Sincerely,
BOARD OF SELECTMEN


James F. Headd, Chairman


Richard W. Eaton, Selectman


Dale W. Phillips, Selectman

Cc: Dan Tatem, Stantec Consulting



January 22, 2016

File: 195113143

Mr. William Herman, Administrator
Town of Auburn
47 Chester Road
Auburn, NH 03032

Dear Mr. Herman:

**Reference: Auburn, NH
663 Raymond Road Contamination Investigation
Removal Recommendations and Cost Estimates**

In accordance with the request of the Auburn Board of Selectmen (BOS) at their January 18, 2016 meeting, this letter outlines our recommended approach to remove the contaminated soils found in the Town's right-of-way (ROW) along the frontage of the subject parcel.

We recommend the following approach to address the contaminated soil:

1. The paved driveway shall be swept clean of all existing, accumulated soil.
2. Two areas, directly to the east and west of the existing, paved driveway, shall be excavated to a depth of 12" from existing grade. The two areas shall be approximately 10' wide and shall extend to the limits of the Town ROW, approximately 22' (see attached sketch).
3. The existing soil, along the Town ROW, west of the 10' wide excavated area, shall be excavated to a depth of 12" and shall extend at least 8' from the existing gravel shoulder of Raymond Road. This excavation shall extend an additional, approximate 65', and terminate at the existing roadway cross culvert under Raymond Road (see attached sketch).
4. All swept and excavated soils shall be placed into a dump truck and transported and disposed of at an approved facility, such as Waste Management in Rochester, NH. The tipping receipts shall be provided to Stantec to document the proper disposal of the contaminated soil.
5. At the direction of the BOS, Stantec will coordinate the hiring of an excavation company to provide the necessary equipment to excavate the soils.
6. After the contaminated soil is excavated, 8" of crushed gravel and 4" of screened loam shall be placed, graded and compacted from the existing edge of gravel (EOG) of the roadway out to 8' from the EOG. At the two excavation areas that extend further than 8' from the EOG, 8" of sand and 4" of screened loam shall be placed, compacted and graded. The loam shall be hydro-seeded and the swale along the frontage of the parcel shall have erosion fabric furnished and installed.



**Reference: Auburn, NH
 663 Raymond Road Contamination Investigation
 Remediation Recommendations and Cost Estimates**

7. If the owner of the referenced parcel chooses, he may complete the sweeping of the driveway, the transportation and disposal of the soils to the approved facility, the replacement of the gravel, sand, screened loam, and installation of the erosion fabric. If the property owner chooses not to perform these tasks, Stantec will coordinate with a local contractor to complete the work.

Estimated costs associated with the removal of the contaminated soils:

1. Costs incurred by Stantec, including collecting and analyzing the 7 soil samples, reporting the testing results, meeting attendance, right-of-way survey and determination, and general coordination of the investigation, to date total approximately \$7,750.
2. We have obtained preliminary estimated costs from a local contractor for the cost of an excavator and operator for one day to excavate the noted areas of soil and to place, compact, and grade the replacement material. The estimated cost is \$1,500.
3. If the property owner chooses not to transport of the contaminated soil, it is estimated that this work will cost \$1,000.
4. If the property owner chooses not to pay for the disposal of the soil, the tipping fee for approximately 60 tons of soil is estimated to be \$3,000.
5. The cost of the materials (gravel, sand, screened loam, hydroseed, and installed erosion fabric) is estimated to be \$1,810.
6. At the conclusion of the site work, we will generate a letter with photos, documenting the work that was completed. Included will be the copies of all contractor invoices, and the receipts for the tipping fees from the approved disposal facility. We also anticipate attending one final BOS meeting to discuss the completion of the site work. We estimate this work and the work to coordinate with the contractors, Town, and property owner to total approximately \$1,000.
7. At the request of the BOS, Stantec will monitor the above noted work on a full time basis. We estimate that one of our field staff will be on site for a total of 8 hours, totaling \$760.

If the property owner transports, pays the tipping fees for the soil disposal, and provides the replacement gravel, sand, screened loam, hydro-seeds the loam and installed the erosion fabric, we estimate the total cost of items 1, 2, 6, and 7 to total **\$11,010**.

If the property owner chooses not to transport the soil, pay the tipping fee, provide the replacement gravel, sand, screened loam, hydro-seeds the loam, and install erosion fabric, we estimate the total cost to total **\$16,820**.



January 22, 2016
Mr. William Herman
Page 3 of 3

Reference: Auburn, NH
663 Raymond Road Contamination Investigation
Remediation Recommendations and Cost Estimates

It was agreed, at the BOS meeting on January 18th, that the Town would discuss the two options, as noted above, with the property owner, and require that the funds to cover the estimated cost of the selected option be provided to the Town prior to the commencement of the work.

Should you have any questions, please do not hesitate to call.

Sincerely,

STANTEC CONSULTING SERVICES, INC

J. Daniel Tatem
Project Manager
Tel: (603) 206-7539
Fax: (603) 669-7636
dan.tatem@stantec.com

Attachment: Itemized Removal Estimate
Sketch of Work Area

C: Rene LaBranche, Seth Potter, Stantec

**TOWN OF AUBURN, NEW HAMPSHIRE
CONTAMINATED SOIL REMOVAL ESTIMATE**

Name of Project: **663 RAYMOND RD CONTAMINATION INVESTIGATION
REMOVAL & REPLACEMENT ESTIMATE**

Date: January 22, 2016

ITEM	QUANTITY	MEASURE	UNIT PRICE	PRICE
1. Soil Remediation				
a Excavator and Operator	1	DAY	\$1,500.00	\$1,500.00
b Transportation of 2 Truck Loads to Rochester, NH	2	TRIP	\$500.00	\$1,000.00
c Tipping fee at Waste Management	60	TON	\$50.00	\$3,000.00
d 8" NHDOT Crushed Gravel	17	CY	\$30.00	\$510.00
e 8" NHDOT Sand	7	CY	\$30.00	\$210.00
f 4" Screened Loam	12	CY	\$30.00	\$360.00
g 8' Wide Erosion Fabric	60	S.Y.	\$8.00	\$480.00
h Hydro-Seed	1	LS	\$250.00	\$250.00
SUBTOTAL				\$7,310.00
2 Engineering, Survey, Soils Testing, and Admin to Date				\$7,750.00
3 Future Engineering, Monitoring and Admin				\$1,760.00
4 Estimated Total Fee				
GROSS TOTAL:				\$16,820.00
5 Credit For Transporting & Disposing of Soil (B&C) & Providing Materials (D-H)				\$5,810.00
6 Estimated Net Fee				
NET TOTAL:				\$11,010.00

Signature: _____

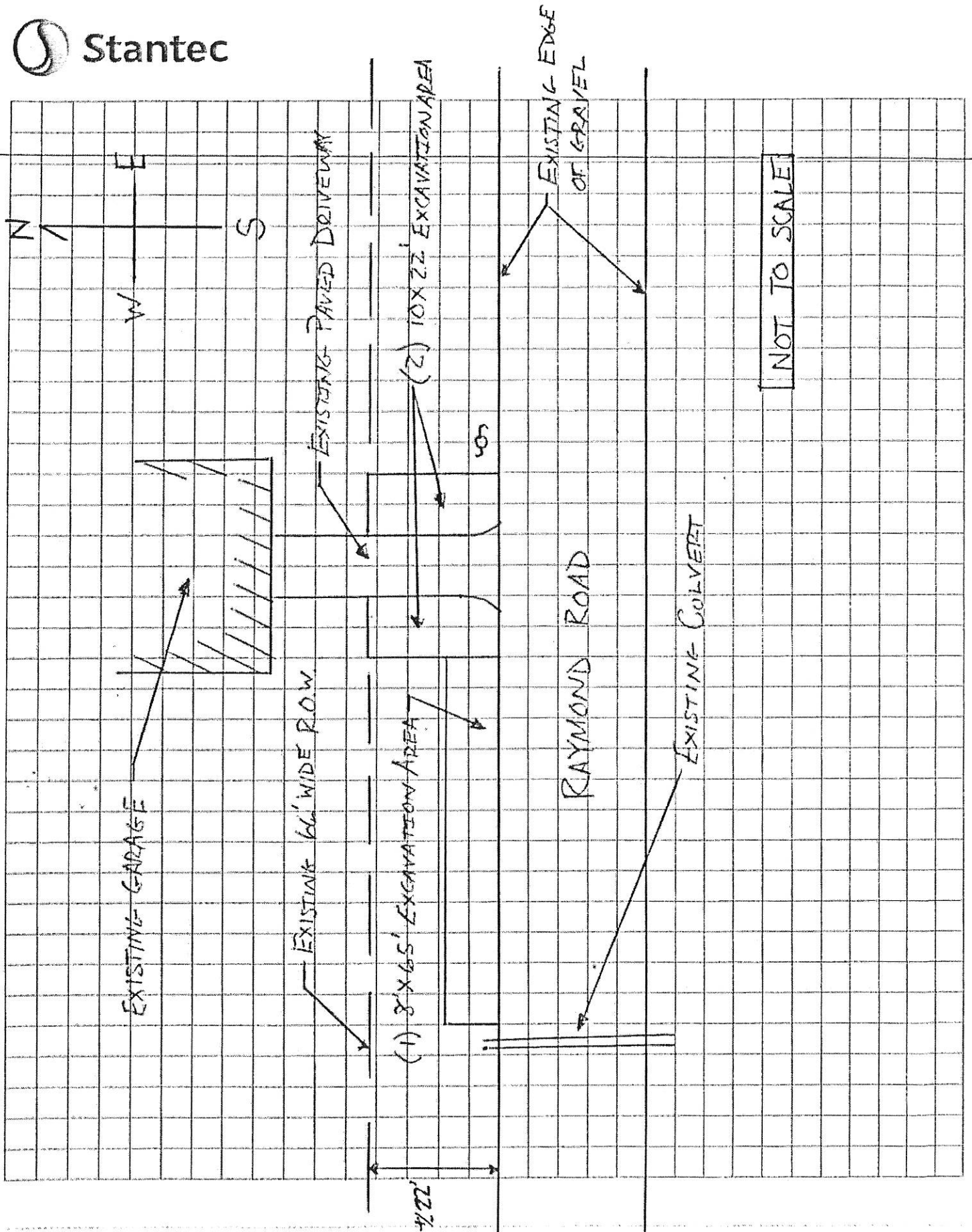
Name: _____

J. Daniel Tatem

Date: _____

Tele. #: _____

1-22-16
(603) 669-8672



AUBURN POLICE DEPARTMENT
Paperwork Service Log

Serve to: JACK McFarland Court date: —

Address: 663 Raymond es Time: —

DATE	TIME	OFFICER	DISPOSITION
3-8-16	1600	CH 62	served in hand.

REASON FOR PAPERWORK SERVICE

Circle appropriate reason below

ARREST WARRANT

M/V SUMMONS

BENCH WARRANT

SUBPOENA

J/V PETITION

SUMMONS

RESTRAINING ORDER

OTHER

9W From
Town hall

Special Notes: _____

AUBURN POLICE DEPARTMENT
Paperwork Service Log

Serve to: JACK McFarland Court date: —

Address: 663 Raymond es Time: —

DATE	TIME	OFFICER	DISPOSITION
3-8-16	1650	CH 62	served in hand.

REASON FOR PAPERWORK SERVICE

Circle appropriate reason below

ARREST WARRANT

M/V SUMMONS

BENCH WARRANT

SUBPOENA

J/V PETITION

SUMMONS

RESTRAINING ORDER

OTHER

pw from
town hall

Special Notes: _____

Town of Auburn

Town Hall
47 Chester Road
P.O. Box 309
Auburn, NH 03032



Town Administrator

William G. Herman, CPM
Phone: (603) 483-5052 Ext. 111
Fax: (603) 483-0518
E-Mail:
townadmin@townofauburnnh.com

To: Board of Selectmen

From: Bill Herman, Town Administrator

Date: March 9, 2016

Re: Annual Appointments - 2016

The following is a list of town officer, board and committee appointments, which are due for action for the year 2016.

Selectmen's Representatives (Selectmen or administrative official) to:

Budget Committee	Term to Expire in March, 2017
Planning Board	Term to Expire in March, 2017
Highway Safety Committee	Term to Expire in March, 2017
Parks & Recreation Commission	Term to Expire in March, 2017

The list below indicates the board or commission; the incumbent currently in the position and the new term of office for the position:

Conservation Commission	Margaret Donovan	Term to Expire in March, 2019
Conservation Commission	Alan Villeneuve	Term to Expire in March, 2019
Conservation Commission, Alternate	Diana Heaton	Term to Expire in March, 2019
Alternate	Richard Burnham	Term to Expire in March, 2019
Highway Safety	Daniel Carpenter	Term to Expire in March, 2017
Highway Safety	Michael DiPietro	Term to Expire in March, 2017
Highway Safety	Eva Komaridis	Term to Expire in March, 2017
Library Trustee Alternates	Sharon I. Bluhm	Term to Expire in March 2017
	Joseph G. Forest	Term to Expire in March 2017
Parks & Recreation	Alex Eisman	Term to Expire in March, 2019
Parks & Recreation	Patrick Kelly	Term to Expire in March, 2017
Parks & Recreation	Zachary Eaton	Term to Expire in March, 2018
Zoning Board of Adjustment	Mark Wright	Term to Expire in March, 2019
Zoning Board of Adjustment	Jeffrey Benson	Term to Expire in March, 2019
Zoning Board of Adjustment, Alternate	Robert Beaurivage	Term to Expire in March, 2019
Alternate	Margaret Neveu	Term to Expire in March, 2019



Town of Auburn Parks & Recreation Committee

Date: March 16, 2016
From: Auburn Parks & Recreation Committee
To: Auburn Board of Selectmen
Subject: Recommendations for Board appointments

Dear Board of Selectmen,

The Auburn Parks and Recreation Committee would like to recommend that the Board of Selectmen consider the following appointments/reappointments:

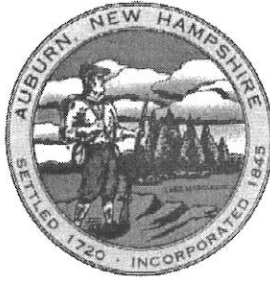
Reappoint Mr. Alex Eisman as a commissioner

Elevate the status of Mr. Pat Kelly and Mr. Zack Eaton from alternate positions on the Committee to commissioner positions.

Thank-you for your consideration,

The Parks and Recreation Committee

Office Of The Town Clerk



AUBURN, NEW HAMPSHIRE 03032

P.O. BOX 309
47 CHESTER ROAD

Tel. 483-2281
Fax 483-0518

March 17, 2016

TO: Board of Selectmen

I am writing to formally resign my position as Town Clerk for the Town of Auburn effective April 1, 2016. I have enjoyed working with the residents over the past twenty years; however, I feel this is the best time for me to retire. I am looking forward to the beginning of a new chapter in my life.

Sincerely


Joanne T Linxweiler
Town Clerk

Town of Auburn

Town Hall
47 Chester Road
P.O. Box 309
Auburn, NH 03032



Town Administrator

William G. Herman, CPM
Phone: (603) 483-5052 Ext. 111
Fax: (603) 483-0518
E-Mail:
townadmin@townofauburnnh.com

To: Board of Selectmen

From: Bill Herman, CPM, Town Administrator

Date: March 17, 2016

Re: Eddows Recreational Fields – Parking Lot Project

During the past week, concerns have been raised through the Building Inspector and the Chair of the Conservation Commission concerning the planned parking lot expansion project at the Eddows Recreational Fields off Priscilla Lane.

The general concerns raised is whether the project will be submitted by the Town to the Planning Board for review and approval.

Attached for the Board's information and review are:

- RSA 674:54 – Governmental Land Uses
- E-Mail Communications on the project from March 14th & 15th between the Building Inspector, Stantec, Conservation Commission Chair and myself
- Minutes of May 20, 2015 Planning Board Meeting on this project

It has certainly been my impression, as well as David Nye and Stantec, that the Board of Selectmen did not direct this project to go through any formal site plan review process, and that RSA 674:54 supports that approach. The Board did request the Parks & Recreation Commission make an informational presentation to the Planning Board to include them in the loop, which David Nye did on May 20, 2015.

Before moving further on this project, we are seeking direction from the Board of Selectmen as to how they want to proceed with this project. If you determine the project is "a substantial change in use or a substantial new use", then under RSA 674:54 you are required to provide written notification to the governing body and planning board at least 60 days prior to the commencement of construction. Either the governing body or the planning board may conduct a public hearing which could result in the issuance of nonbinding written comments relative to conformity or non-conformity of the proposal to the Town's land use regulations.

Or, the Board could decide that it will submit the project and plans to the Planning Board for a full site plan review process and approval if it chose to do so.

Or the Board could determine that the project is not "a substantial change in use or a substantial new use", in which case, no advisory or formal local process would be required.

Thank you for your consideration.

TITLE LXIV PLANNING AND ZONING

CHAPTER 674 LOCAL LAND USE PLANNING AND REGULATORY POWERS

Governmental Use of Property

Section 674:54

674:54 Governmental Land Uses. –

I. In this section, "governmental use" means a use, construction, or development of land owned or occupied, or proposed to be owned or occupied, by the state, university system, the community college system of New Hampshire, or by a county, town, city, school district, or village district, or any of their agents, for any public purpose which is statutorily or traditionally governmental in nature.

II. The state, university system, community college system of New Hampshire, county, town, city, school district, or village district shall give written notification to the governing body and planning board, if such exists, of a municipality of any proposed governmental use of property within its jurisdiction, which constitutes a substantial change in use or a substantial new use. Written notification shall contain plans, specifications, explanations of proposed changes available at the time, a statement of the governmental nature of the use as set forth in paragraph I, and a proposed construction schedule. Such notification shall be provided at least 60 days prior to the beginning of construction. Either the governing body or planning board of the municipality may conduct a public hearing relative to the proposed governmental use. Any such hearing shall be held within 30 days after receipt of notice by the governing body or planning board. A representative of the governmental entity which provided notice shall be available to present the plans, specifications, and construction schedule, and to provide explanations. The governing body or planning board may issue nonbinding written comments relative to conformity or nonconformity of the proposal with normally applicable land use regulations to the sponsor of the governmental use within 30 days after the hearing.

II-a. Any use, construction, or development of land occurring on governmentally owned or occupied land, but which is not a governmental use as defined in paragraph I, shall be fully subject to local land use regulations.

II-b. The construction and operation of any solid waste disposal facility on land owned or occupied by any city or town within another city or town shall be subject to local land use regulations to the same extent as if the land were owned and occupied by a private entity. Nothing in this paragraph shall affect the construction and operation of a solid waste facility on land owned by a solid waste management district formed under RSA 53-A or RSA 53-B or any combination of municipalities authorized by an act of the general court, if the land is located within a city or town that is part of the district.

III. This section shall not apply to:

(a) The layout or construction of public highways of any class, or to the distribution lines or transmission apparatus of governmental utilities, provided that the erection of a highway or utility easement across a parcel of land, shall not, in and of itself, be deemed to subdivide the remaining land

into 2 or more lots or sites for conveyance for development purposes in the absence of subdivision approval under this title. For purposes of this subparagraph, "transmission apparatus" shall not include wireless communication facilities.

(b) The erection, installation, or maintenance of poles, structures, conduits and cables, or wires in, under, or across any public highways under RSA 231, or licenses or leases for telecommunication facilities in, under, or across railroad rights of way. For purposes of this subparagraph, "structures" shall not include wireless communications facilities.

IV. In the event of exigent circumstances where the delay entailed by compliance with this section would endanger public health or safety, the governor may declare a governmental use exempt from the requirements of this section.

Source. 1996, 262:1. 1998, 281:2. 2007, 29:1, eff. May 14, 2007; 361:32, eff. July 17, 2007.

Bill Herman

From: Carrie Rouleau-Cote
Sent: Tuesday, March 15, 2016 10:56 AM
To: Bill Herman; Tatem, Dan; JEFFREY
Cc: Denise Royce; Ron Poltak; David Nye
Subject: RE: Wayne Eddows Additional Parking Area
Attachments: MX-M264N_20160315_104302.pdf

That is what started all this – planning board minutes indicate that they were supposed to come back.

Carrie

From: Bill Herman
Sent: Tuesday, March 15, 2016 10:45 AM
To: Carrie Rouleau-Cote <bldginsp@townofauburnnh.com>; Tatem, Dan <dan.tatem@stantec.com>; JEFFREY <jandkporter@comcast.net>
Cc: Denise Royce <planning@townofauburnnh.com>; Ron Poltak <RPOLTAK@neiwpcc.org>; David Nye <d.nye@myfairpoint.net>
Subject: RE: Wayne Eddows Additional Parking Area

It is my understanding the plan had been before the Planning Board a year or so ago. Dan can correct me if I am wrong, but it is my understanding the Planning Board provided input and may have even taken votes indicating they approved of some of the work and not other pieces of work.

And not to become argumentative, but that 674:54 process only kicks in if there is a substantial change in use or an entire new use is planned. That is a decision for the governing body to make, not the Planning Board. And it can be reasoned that an expansion of a parking lot to support an existing facility is not a substantial change in use.

Again, this is not a decision for any of us to make and we'll ask the Board for their determination on March 21st.

Bill

From: Carrie Rouleau-Cote
Sent: Tuesday, March 15, 2016 10:21 AM
To: Bill Herman <townadmin@townofauburnnh.com>; Tatem, Dan <dan.tatem@stantec.com>; JEFFREY <jandkporter@comcast.net>
Cc: Denise Royce <planning@townofauburnnh.com>; Ron Poltak <RPOLTAK@neiwpcc.org>; David Nye <d.nye@myfairpoint.net>
Subject: RE: Wayne Eddows Additional Parking Area

Did you follow the public hearing process (NH RSA 674:54)

*Carrie Rouleau-Cote, Building Official
Town of Auburn, New Hampshire
P.O. Box 309, 47 Chester Road
Auburn, New Hampshire 03032
603.483.5052 Ext. 3*

From: Bill Herman

Sent: Tuesday, March 15, 2016 9:41 AM

To: Carrie Rouleau-Cote <bldginsp@townofauburnnh.com>; Tatem, Dan <dan.tatem@stantec.com>; JEFFREY <jandkporter@comcast.net>

Cc: Denise Royce <planning@townofauburnnh.com>; Ron Poltak <RPOLTAK@neiwpcc.org>; David Nye <d.nye@myfairpoint.net>

Subject: RE: Wayne Eddows Additional Parking Area

Like Dan, I certainly understand the sentiments being expressed. But, at this point, I would report Dan is following the direction that has been given through the Board of Selectmen. And the process he outlined yesterday in his message was accurate as I understand various conversations, decisions and direction given by the Board of Selectmen. This project was specifically contained in the Board's budget for this year and was separated from the Parks & Recreation budget to a capital account under the authority of the Selectmen.

I would also note that the Board's discussion and action in this regard was to limit activity in that area to what was being referred to as Phase I, which is the parking lot project. The Board has not given any authority or has not indicated support for any further phases that have been broadly discussed including additional fields or structures. And no funds have been appropriated for any further work.

State statute is very clear that all governmental uses of property are not subject to Planning Board approval. The most that can happen is that the Planning Board may offer advisory comment on a project in terms of whether it meets regulations or not, but the governing board would have the final determination for the project.

I believe the Board of Selectmen have had this conversation previously with respect to this project, but I will add it to the Board's agenda for their March 21st meeting to request a formal determination by the Board as to their position and decision with respect to this project. Anyone wanting to have the conversation with the Selectmen is welcome to do so on March 21st.

Bill

Bill Herman, CPM
Town Administrator
Town of Auburn
PO Box 309
Auburn, NH 03032
(603) 483-5052, ext. 111

NOTICE: Privacy should not be assumed with e-mails associated with Town business. Under New Hampshire's Right-to-Know law (RSA 91-A), documents – including e-mail communications – in the possession of public officials or public agencies concerning Town business are classified as public records that may be subject to public disclosure.

From: Carrie Rouleau-Cote
Sent: Tuesday, March 15, 2016 9:11 AM
To: Tatem, Dan <dan.tatem@stantec.com>; JEFFREY <jandkporter@comcast.net>
Cc: Denise Royce <planning@townofauburnnh.com>; Bill Herman <townadmin@townofauburnnh.com>; Ron Poltak <RPOLTAK@neiwpcc.org>
Subject: RE: Wayne Eddows Additional Parking Area

I think we are just saying that this is more than just a culvert change, this is a parking area for over 100 cars, ball fields that will require pesticides, fertilizer, etc and is so close to a level 1 wetland with no discussion with Con Com or Planning Board – perception wise, did this project get the same review for best location, alternatives, needs vs. wants, etc.

My only concern in this proposal is the fact that every day I tell people why they can't do activities which are much less intrusive in order to protect the wetland. Going through a well vetted process would at least show good faith in transparency.

Carrie

From: Tatem, Dan [<mailto:dan.tatem@stantec.com>]
Sent: Tuesday, March 15, 2016 8:35 AM
To: JEFFREY <jandkporter@comcast.net>
Cc: Carrie Rouleau-Cote <bldginsp@townofauburnnh.com>; Denise Royce <planning@townofauburnnh.com>; Bill Herman <townadmin@townofauburnnh.com>; David Nye (d.nye@myfairpoint.net) <d.nye@myfairpoint.net>; Ron Poltak <RPOLTAK@neiwpcc.org>
Subject: RE: Wayne Eddows Additional Parking Area

Jeff – As you know we don't decide the approval process that is followed for any project in Town. If the BOS would like it to be officially approved by the Planning Board or any other board then they just need to decide that. However, it should be noted that the Town does many, many projects such as culvert upgrades, box culverts, roadway improvements, and site improvements and expansions without Planning Board approval. If the Town wishes to change this, the Boards just need to get together and decide on a process and let us know, so we understand what we need to do as your consultants.

Thanks.

Dan Tatem
Project Manager
Stantec
5 Dartmouth Drive Suite 101 Auburn NH 03032-3984
Phone: (603) 206-7539
Cell: (603) 218-9739
Fax: (603) 669-7636
dan.tatem@stantec.com



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Please consider the environment before printing this email.

From: JEFFREY [<mailto:jandkporter@comcast.net>]
Sent: Monday, March 14, 2016 5:35 PM
To: Tatem, Dan
Cc: Carrie Rouleau-Cote; Denise Royce; Bill Herman; David Nye (d.nye@myfairpoint.net); Ron Poltak
Subject: Re: Wayne Eddows Additional Parking Area

Dan - I respectfully disagree with that premise. As this is a 'town' project, the expectation is that it would reviewed with the same level of scrutiny as any other development activity in town. Planning Board at a minimum and ConsCom if needed.

~Jeff

From: "Dan Tatem" <dan.tatem@stantec.com>
To: "Carrie Rouleau-Cote" <bldginsp@townofauburnnh.com>, "Jeff Porter" <jandkporter@comcast.net>
Cc: "Denise Royce" <planning@townofauburnnh.com>, "Bill Herman" <townadmin@townofauburnnh.com>, "David Nye (d.nye@myfairpoint.net)" <d.nye@myfairpoint.net>, "Ron Poltak" <RPOLTAK@neiwpcc.org>
Sent: Monday, March 14, 2016 9:51:43 AM
Subject: RE: Wayne Eddows Additional Parking Area

Carrie – We understand that because this is a Town project, it does not require Planning Board approval. The recreation committee went to the Board to give them an update on what was going on as a courtesy. The approvals were handed down by the Selectmen.

Kind of like the new box culvert that is permitted and is soon to be installed at the existing entrance to the Eddows Fields.

There were no wetland crossings involved for the construction of the overheard/underground utilities and parking area. However, we were recently authorized by the BOS to design and apply for a wetland permit to construct a 10'-12' wide gravel trail/road, between the parking area and the rear of the existing ball fields. We should be getting those wetland delineated and the survey done within the next month or so...

Please give me a call to discuss further or maybe Bill could fill in any holes that I left...

Thanks.

Dan Tatem

Project Manager
Stantec
5 Dartmouth Drive Suite 101 Auburn NH 03032-3984
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 Please consider the environment before printing this email.

From: Carrie Rouleau-Cote [<mailto:bldginsp@townofauburnnh.com>]
Sent: Monday, March 14, 2016 9:44 AM
To: Jeff Porter; Tatem, Dan
Cc: Denise Royce
Subject: Wayne Eddows Additional Parking Area

Jeff & Dan

Has the Auburn Conservation Commission ever reviewed the new proposed parking area for Wayne Eddows Field ? the gravel parking area will be right on the edge of a Level One Wetland.

Dan – was there a wetland crossing for this access ?

In May 2015 Planning Board approved extension of utility to the area, however stipulated that they would development of the parking area, additional fields, club house would require additional review.

At this time they are seeking electrical permit for underground utilities to set lighting. I do not recall seeing an approved lighting plan or parking plan.

Carrie Rouleau-Cote, Building Official

Town of Auburn, New Hampshire

P.O. Box 309, 47 Chester Road

Auburn, New Hampshire 03032

603.483.5052 Ext. 3

**APPROVED MINUTES
Town of Auburn
Planning Board
PUBLIC HEARING
May 20, 2015**

Present: Ron Poltak, Chairman; Alan Côté, Vice-Chairman; Karen Woods and Paula Marzloff, Members. Steve Grillo, Alternate Member. Dale Phillips, Selectmen's Representative. Minutes recorded by Denise Royce.

Absent: Jim Tillery, Alternate Member.

Mr. Poltak called the meeting to order at 7:00 p.m. and introduced the Board members to those present. Mr. Poltak pointed out the emergency exits and moved on to the first matter which was an informal.

GENERAL BUSINESS

**David Nye
Priscilla Lane, Tax Map 1, Lot 36-28
Discuss Parking**

Mr. Poltak informed everyone that Mr. Nye was before the Board tonight for a project on Priscilla Lane and turned the meeting over to Mr. Nye.

At this time, Mr. Nye began by saying that there is a problem with parking on Priscilla Lane and were looking at extend the lighting. Mr. Nye stated that they have been before the Selectmen and they did not have a problem with what they're proposing to do but informed them that they would need to go before the Planning Board and that was why he was here tonight. Mr. Nye stated that Stantec was doing all the designs and the elevations for a complete set of plans. Mr. Nye also pointed out that there was no impact to wetlands. Mr. Poltak asked Mr. Nye what exactly he was looking for from the Planning Board. Mr. Nye stated that what they were looking to do was we have an agreement with the coop to do lighting extension for power that was time sensitive. It would be 2 poles and then it would go underground.

Mr. Poltak asked the Board members if they had any questions. Mr. Côté asked if Conservation Commission had a chance to look at this yet. Mr. Nye said he was not sure if they did because the actual plan was done about a year ago. Mr. Villeneuve commented that there was a plan 2 years ago that they did see but could not remember. Mr. Villeneuve believed there were wetland impacts and explained the area to the Board members where there was a pond in the lower left hand side as well as a culvert. Mr. Villeneuve agreed with Mr. Nye that the parking needed to be worked on. Discussion ensued with regard to wetland impacts. Mr. Villeneuve asked if the town

had a plan on file of the existing fields. Mr. Poltak did not know the answer to that as the Board was seeing this for the first time. Mr. Villeneuve did not believe there was enough information and that the town should be treated the same as we treat developers. Mr. Poltak indicated that Mr. Nye stated that the Selectmen were in favor of this.

Mr. Tatem was unaware of any proposed changes to the existing facility. Mr. Tatem explained the area that they were working on and that they would be permitting the box culvert with DES of which the Selectmen were on board with. Mr. Tatem pointed out that what they were proposing to do now had no wetland impact. Ms. Phillips explained what occurred at the Selectmen's level and that in her opinion at the Level 2 and Level 3 that they cannot put in more fields because to her it was not suitable. Mr. Nye explained that they were looking at doing it in 3 phases and what they were looking at tonight was within the red area. Further discussion ensued with regard to parking. Mr. Tatem pointed out that they could not park on the road or they would get a ticket so they needed to fix the parking.

Mr. Poltak asked the Board what they wanted to do. Mr. Villeneuve talked about the culvert that needs to be replaced and wanted to know how all the pieces fit in. Mr. Poltak asked the Board if they could take up the electrical side of this and did not believe it had any environmental impact.

Mr. Côté made a motion to endorse the extension of the electrical service into the property with the caveat that they come back before the Planning Board for development of the site for parking, fields etc... for Priscilla Lane, Tax Map 1, Lot 36-28; Mrs. Marzloff seconded the motion. All were in favor, the motion passed unanimously.

PUBLIC HEARING

**Maverick Development
Steve Febonio/Eric Mitchell
Haven Drive & Pingree Hill Road, Tax Map 5, Lot 29 & 36
Major Subdivision – Final Review
25 Lot Cluster Subdivision
Conditional Use Permit – to permit a road
To be within 25 feet of a Level 3 wetland
Continued from April 22, 2015**

Mr. Mitchell began by passing out copies of a revised plan and pointed out that the original plan showed them going through the vernal pool. Mr. Mitchell explained that the new proposal is to move the road so that it did not go through the vernal pool but goes beside it. Mr. Mitchell stated that they have an agreement with the abutter to adjust the

Town of Auburn

Town Hall
47 Chester Road
P.O. Box 309
Auburn, NH 03032



Town Administrator

William G. Herman, CPM
Phone: (603) 483-5052 Ext. 111
Fax: (603) 483-0518
E-Mail:
townadmin@townofauburnnh.com

To: Board of Selectmen

From: Bill Herman, CPM, Town Administrator

Date: March 14, 2016

Re: Mosquito Control Program for 2016

As you are aware, on March 8th the voters approved Warrant Article #4 appropriating \$34,675 for a mosquito control program by a vote of 926 in favor to 599 opposed.

The Town's vendor has provided their contracts for the provision of this year's program, including the Larval Mosquito Control Program from Municipal Pest Management Services, Inc., for \$6,740 and the administration & biological monitoring for Mosquito Larviciding Program for \$27,935.

The program is to run from April 1, through December, 2016.

Permit applications for this undertaking has been submitted by the vendor on behalf of the Town to the NH Department of Agriculture as required by state law. The required permits was issued on March 9, 2016 (Special Permit # SP-007).

During your meeting on March 21st, it would be appropriate for the Board to approve the two contracts and to designate someone to sign them on behalf of the Town. Below is a motion for your consideration are below.

Move to accept the proposed contract with Municipal Pest Management Services, Inc., for \$6,740 and Swamp, Inc., for \$27,935 for the larval mosquito control program, administration and monitoring for 2016, and to authorize the Town Administrator to sign the contracts on behalf of the Town.

Thank you for your consideration.

CONTRACT

Swamp, Inc.
21 River Road
Newington, NH 03801
Telephone 603-431-0008

Date: March 9, 2016

Job Name: Administration and biological monitoring for Mosquito Larviciding Program

Contract Submitted To: Auburn Board of Selectmen

Contract Submitted By: Michael Morrison

We hereby submit specifications for:

Completing mosquito control services within the Town of Auburn, New Hampshire. Swamp, Inc. will supply labor, materials, transportation and supplies necessary for collection and microscopic identification of mosquito larvae; monitoring of catch basins; monitoring and aerial GIS mapping of freshwater mosquito breeding habitats, including red maple swamps, woodland pools, roadside ditches, flooded fields and stormwater basins. All work will be completed from April 1, 2016 to October 30, 2016. Swamp, Inc. will complete a weekly mosquito collecting/ disease testing program from June 1, 2016 to October 15, 2016. Collected mosquitoes will be microscopically identified to species and transported to the state health laboratory in Concord for Eastern Equine Encephalitis and West Nile Virus testing.

We propose hereby to furnish material and labor- complete with accordance with above specifications, for the sum of:

Twenty-seven thousand and 00/100 dollars (\$27,935.00)

Payment to be made as follows:

Payment 1: \$5,587.00 due by April 1, 2016

Payment 2: \$2,793.00 due by May 1, 2016

Payment 3: \$2,793.00 due by June 1, 2016

Payment 4: \$2,793.00 due by July 1, 2016

Payment 5: \$2,793.00 due by August 1, 2016

Payment 6: \$2,793.00 due by September 1, 2016

Payment 7: \$2,793.00 due by October 1, 2016

Payment 8: \$2,793.00 due by November 1, 2016

Payment 9: \$2,797.00 due by December 1, 2016

All work to be completed in a workmanlike manner according to specifications submitted, per standard practices. Any alteration or deviation from the above specifications involving extra costs will be executed upon written orders and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Swamp, Inc. to carry liability, commercial vehicle and state unemployment insurance. All workers to be covered by workers compensation insurance.

Authorized Signature: Michael Morrison

Date: March 9, 2016

Contract Acceptance: The above prices, specifications and conditions are satisfactory and hereby accepted. You are authorized to the work as specified. Payment to be made as outlined above.

Signature _____ **Date** _____

CONTRACT

Municipal Pest Management Services, Inc.
21 River Road
Newington, NH 03801
Telephone 603/431-0008

Date: March 9, 2016

Job Name: Larval Mosquito Control Program

Contract Submitted To: Auburn Board of Selectmen

Contract Submitted By: Michael Morrison

We hereby submit specifications for:

Completing a larval mosquito control program within the Town of Auburn, New Hampshire between April 1, 2016 and October 31, 2016. Municipal Pest Management Services, Inc. will complete the control applications. Larvaciding areas will include emergent marshes, cattail marshes, woodland pools, red maple swamps, roadside ditches, flooded fields, catch basins and stormwater basins. The target mosquito species to be controlled are associated with West Nile Virus (WNV) and Eastern Equine Encephalitis (EEE).

We propose hereby to furnish material and labor- complete with accordance with above specifications, for the sum of:

Six thousand seven hundred forty 00/100 dollars (\$6740.00)

Payment to be made as follows:

Payment 1: \$1,348.00 due by April 1, 2016

Payment 2: \$674.00 due by May 1, 2016

Payment 3: \$674.00 due by June 1, 2016

Payment 4: \$674.00 due by July 1, 2016

Payment 5: \$674.00 due by August 1, 2016

Payment 6: \$674.00 due by September 1, 2016

Payment 7: \$674.00 due by October 1, 2016

Payment 8: \$674.00 due by November 1, 2016

Payment 9: \$674.00 due by December 1, 2016

All work to be completed in a workmanlike manner according to specifications submitted, per standard practices. Any alteration or deviation from the above specifications involving extra costs will be executed upon written orders and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Municipal Pest Management Services, Inc. to carry pesticide liability, commercial vehicle and state unemployment insurance. All workers to be covered by workers compensation insurance.

Authorized Signature: Michael Morrison

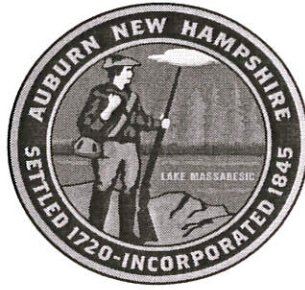
Date: March 9, 2016

Contract Acceptance: The above prices, specifications and conditions are satisfactory and hereby accepted. You are authorized to the work as specified. Payment to be made as outlined above.

Signature _____ Date _____

Town of Auburn

Town Hall
47 Chester Road
P.O. Box 309
Auburn, NH 03032



Town Administrator

William G. Herman, CPM
Phone: (603) 483-5052 Ext. 111
Fax: (603) 483-0518
E-Mail:
townadmin@townofauburnnh.com

To: Board of Selectmen

From: Bill Herman, CPM, Town Administrator

Date: March 16, 2016

Re: Sale of Former Fire & Police Station – 50 Raymond Road

On March 8th, voters overwhelming approved Warrant Article #9 which authorized the Board of Selectmen to offer for sale, negotiate a price and close the sale on the former fire and police station at 50 Raymond Road. The vote on Article #9 was 1,311 in favor to 194 opposed.

With this authorization, we are looking for direction from the Board of Selectmen as to how and/or when you may want to proceed with this undertaking.

Town Counsel in the past has verbally advised the Town may utilize whatever means the Board deems is appropriate to sell the property. Among the options the Board has certainly would include:

- securing the services of a realtor;
- offering the property by advertised sealed bid;
- auction off the property

There has been quite a bit of interest expressed by several parties in the party in terms of telephone calls once the Town Meeting warrant was posted. So we have the belief that the Town should be able to realize a successful sale of the property.

Beyond the sale of the building, we will also need to address having several Town departments remove materials that are stored in the building including Parks & Recreation, the Police Department, election booths and the Fire Department, in addition to several local organizations like the Boy Scouts and the Auburn Lions Club. There has been some suggestion made that the building should not be offered for sale until it has been emptied.

There is no specific deadline for action by the Board in this area, although it would seem that a spring or early summer sale might be the most advantageous to the Town if the Board wants to move forward with this undertaking.

Thank you for your consideration.

Bill Herman

From: Susan and David Jenkins <sprucie75@comcast.net>
Sent: Thursday, March 17, 2016 6:17 PM
To: Bill Herman
Subject: Raffle Permit

Hi bill

I would like to apply for a raffle permit for the Auburn Historical Association in regards to Auburn Day 2016 and the 24th Annual Duck Race – Tickets will be on sale as soon as the permit is in effect until the day of the event which will be September 17.

Thank you,
Sue

Dave & Sue Jenkins
75 Spruce Lane
Auburn, NH 03032
603-483-2547

David S. Jenkins Custom Builders

Sail Free or Die
www.sailfreeordie.com



TOWN OF AUBURN

March 21, 2016

RAFFLE PERMIT

Issued to: Auburn Historical Association
C/o Daniel Carpenter, President
102 Hooksett Road
Auburn, NH 03032-3225

Raffle Authorized: Tickets for 24th Annual Duck Race Event
Ticket Price: \$5.00 each
Sales Allowed: March 22 through September 17, 2016
Drawing Date: September 17, 2016

Expiration: September 18, 2016

This permit is issued pursuant to the provisions of RSA 287-A. The Charitable Organization is responsible to ensure there are printed tickets that are distributed in compliance with the provisions of RSA 287-A.

James F. Headd, Chairman

Richard W. Eaton, Selectman

Dale W. Phillips, Selectman
AUBURN BOARD OF SELECTMEN